

Chapter 4 Using your SmartPay Card for Travel Related Expenses

4.1 General: When set up for this purpose, you can use the card to pay for expenses when you are on official travel. Some expenses, like airline and train tickets, rental cars, gasoline for rental cars, parking, taxi and shuttle services are centrally billed and paid for directly by the NPS. Other expenses, such as hotel and restaurant, are billed directly to you. All travel is subject to the rules in the Federal Travel Regulations (FTR 41CFR300-304).

4.2 Card Use:

- A. **Temporary Duty Travel:** You are expected to use your card for all reimbursable travel expenses related to temporary duty travel. The only exceptions are for expenses incurred from vendors who characteristically do not accept the card; specifically, taxi and other local transportation systems, laundry and dry cleaning services and local parking.
- B. **Permanent Change of Station (PCS) Travel:** You cannot use your card for (PCS) costs unless specifically authorized by the PCS travel orders. When used for PCS travel, the card may only be used for house hunting expenses and for expenses incurred en-route to your new duty station. The card may not be used to pay for temporary quarters expenses once you have arrived at your new duty station.
- C. **Transportation tickets:** Transportation tickets must be purchased only from travel agencies under GSA contract, or directly from a transportation provider using contract airline and rail passenger service rates. Employees must have a travel authorization before travel starts.

4.3 Personal Identification Number (PIN) for Gasoline Purchases: When using your card to purchase gasoline for rental vehicles, the appropriate PIN number to use is 999999. Fuel cannot be purchased for a privately owned vehicle using the card.

4.4 Cash Advances: Your card may be used to obtain cash advances from most automated teller machines (ATM) for up to \$250 per day / \$500 per week. A cash advance must be approved on your travel authorization and you should get the cash advance no earlier than three days before your trip. Cash advances are limited to: temporary duty travel, temporary duty extended travel (TDE), and for certain permanent change of station expenses (en route and house-hunting expenses). Cash advances should not exceed the expected local allowance for meals and incidental expenses (M&IE), and for other expenses that you might not be able to charge on the card. There will be a 1.9% service fee based on the amount of the cash advance; there may also be an ATM service fee. Both of these fees are reimbursable, and should be listed on your travel voucher. If you can't get an advance from an ATM, a cash advance can be issued with an approved Advance of Funds Application and Accounts (SF-1038), although this option generally has to be initiated at least 2 weeks before your travel is scheduled to begin.

4.5 Travel Vouchers and Receipts: You should list all reimbursable expenses on your travel voucher. When on TDY travel, you should submit your voucher within five days after return from travel; TDE and PCS travelers should prepare and submit the voucher at least once every thirty days. When completing a travel voucher you should claim reimbursement for M&IE, lodging, mileage, ATM fees, local transportation and other miscellaneous expenses that will be individually billed (IBA). The travel expenses that are centrally billed, such as airline, train, car rental, fuel and airport parking, are not to be claimed for reimbursement on your travel voucher. However, they must be listed, by description and amount, in "Block 12" of the voucher with the annotation "CBA" for centrally billed. Receipts for all lodging and transportation expenses regardless of the amount, and for all expenses over \$75.00 must be attached to the travel voucher. You should keep a copy of the voucher and all receipts in case a question or problem comes up about your reimbursement.

Since rental car and fuel charges will be centrally billed, you need to make sure that only official, reimbursable rental car expenses are charged to your card. Charges resulting from personal and/or unofficial use must be billed separately to a personal charge card or paid by other means.

4.6 Corporate Accounts for Transportation Tickets: On occasion, offices and parks may have a need to purchase transportation tickets for individuals, such as interviewees, invitational travelers, and employees who do not have a card. As a means of purchasing transportation tickets for these individuals, offices and parks may open a corporate account for this purpose. Establishment of the corporate account must be requested through the Accounting Operations Center. The account may be opened in the name of an office or park, but a specific individual must be designated as responsible for managing and reconciling the account. This account shall be used carefully and sparingly and only for purchasing transportation tickets. Each charge against a corporate account must be authorized by a travel authorization. A copy of the travel authorization should be retained by the individual responsible for reconciling the account. All transactions on the corporate account will be centrally billed. The corporate account must be reviewed monthly to ensure that the account is used only for its intended purpose.